

INTERNAL SERVICES DIRECTOR

Department: <u>Internal Services Director</u>	Classification/Grade: <u>M-4</u>
Division: <u>Internal Services Director</u>	FLSA Status: <u>Exempt/At Will</u>
Reports to: <u>City Manager</u>	Date Approved: <u>July 2011</u>

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Plan, manage and review the activities and operations of the City's Personnel Office, Risk Management, City Clerk's Office, and Heritage Museum. Exercises direct supervision over technical and clerical staff. Serve at the pleasure of the City Manager, subject to the terms of their employment agreement.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Direct, oversee, and participate in the development of the Personnel Department, City Clerks and Museum's work plan, programs and activities; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
3. Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
4. Prepare and supervise in the development and administration of the Personnel Department budget, City Clerks budget, and Museum budget; direct the forecast of additional funds needed for staffing equipment, materials and supplies; monitor and approve expenditures; implement midyear adjustments.

PERSONNEL

5. Administer and direct a comprehensive personnel program; formulate and recommend policies, regulations and practices for carrying out the program; administer all provisions of the personnel system; consult with and advise the City staff to coordinate the various phases of the policies, practices, ordinances and resolutions.
6. Direct and participate in the administration of the classification and compensation plan, group benefits, recruitment and selection, training, affirmative action, employee performance rating; administer a system of employee service records and other personnel records.
7. Advise and assist employees and department management in a variety of personnel matters including the interpretation and application of personnel policies and the processing of employee grievances.
8. Promote equal access to employment opportunities. Ensure decisions are made objectively related to the selection process. Encourage skill development of employees for career advancement within City organization.
9. Proactively work with organized labor groups to ensure positive labor relations and coordinate labor negotiations. Serve as chief spokesperson during labor negotiations.
10. Administer the Collective Bargaining Agreements.

RISK MANAGEMENT

11. Coordinate the City's Liability, Casualty and Workers Compensation insurance programs.
12. Serve as the City's Liaison and alternate Board member to Nevada Public Agency Insurance Pool and Public Agency Trust.
13. Work with the third party administrators to ensure that all claims are handled promptly and efficiently, consult with City Attorney as needed.
14. Ensure that proper work place safety procedures are in place and coordinate safety training as needed.

CITY CLERK

15. Oversee the City Clerk's Office; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems; motivate and evaluate City Clerk's Office personnel; provide or coordinate staff training; work with employees to correct deficiencies and implement discipline.
16. Make presentations before the City Council and other boards and commissions and community organizations.
17. Be dependable and meet acceptable attendance requirements at all times.
18. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Principles and practices of public personnel administration, including methods and techniques used in labor relations, recruitment and selection, classification, salary and benefits, administration, training and affirmative action.
- Operational characteristics, services and activities of a personnel program.
- Operational characteristics, services and activities of a City Clerk's Office.
- Election laws and procedures.
- Modern and complex principles and practices of personnel management.
- Principles of municipal budget preparation and control.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Principles and practices of organization, administration and personnel management.

Ability to:

- Lead and direct the operations, services and activities of the Personnel department, City Clerk's office and Heritage Museum.
- Manage and coordinate the work of technical and clerical personnel.
- Select, supervise, train and evaluate staff.
- Interpret and explain City personnel policies and procedures.
- Prepare clear and concise reports.
- Interpret and apply applicable policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Deal constructively with conflict and develop a consensus.
- Prepare and administer a budget.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work non-standard hours such as evenings, weekends and holidays.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Bachelor’s Degree from an accredited college or university with major course work in business, public or personnel administration or a related field, with preference given to masters degree in same.

Experience: Four years of increasingly responsible experience in all phases of personnel administration, including two years of administrative and supervisory responsibility.

License or Certificate: Must be able to obtain within six months and continuously maintain throughout employment a Class “C” Nevada driver’s license.

WORKING CONDITIONS:

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Physical exertion is present due to occasional bending, twisting, reaching, standing, walking and stooping. Must be able to handle stressful situations, attend some evening meetings and travel to off-site facilities to administer training or examinations. Must carry/lift/push or pull loads of up to 25lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
March 2004
July 2008 (Grade)
July 2011